



**JOB:** Smug Mug & Photobook

**LAST UPDATED/CHANGED:** May 2019

**JOB DESCRIPTION:**

Periodically edit and upload all pictures from the school camera. Make sure camera and memory cards are in good working order (i.e. batteries charged, memory cards have free space) and create two photo books (one for each class – T/TH and MWF) that will be for sale at the end of the year.

**JOB DUTIES:**

- Upload all pictures from school camera onto Smug Mug account.
- There are two rotating chips, so make sure there is always one left in camera.
- Separate the pictures into appropriate albums and delete any unwanted pictures.
- Name different event albums accordingly.
- Edit and rotate the pictures BEFORE you upload to Smug Mug (Smug Mug editing tools take forever).
- Let Mz. Lori know when you have uploaded pictures so she can make announcement at parent meeting.
- Take camera to outings and other events if working parent.
- Coordinate with other classes to see that camera does not get left behind on field trips.
- Create separate class photo books that will be for sale at the end of the year. One for MWF, one for T/TH

**JOB REQUIREMENTS:**

- Attend all monthly Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.
- Access to computer and basic computer/uploading knowledge.

## **General Information:**

- Camera is kept in cabinet in room 1.
- Check with Mz Lori to see if there are any kids who do not have a photo release/pictures cannot be shared.
- Check events and schedule for classes to see where pictures should be taken.
- Login info - [Webmaster@nvns.org](mailto:Webmaster@nvns.org) (password: MzLori)